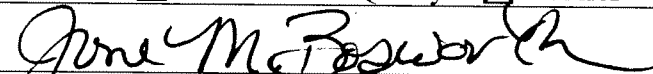


Department of Early Learning

| | | | |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------|
| Policy Title: | 10.2.6 Application Denial | | |
| Procedure: | Attached | | |
| References: | WAC 170-151-045, 993, 170-295-0100 and 170-296-0200-0215 RCW 43.215.300-305 | | |
| Applies To: | DEL Licensing Staff | Contact: | Quality Division |
| Effective Date: | 2-1-09 | Review Date: | 2-1-10 |
| Reviewed: | <input checked="" type="checkbox"/> SAMs <input checked="" type="checkbox"/> Asst. Director Quality <input checked="" type="checkbox"/> LPART | | |
| Director Approval: |  | | |

The Department of Early Learning (DEL) is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with Washington State law and administrative codes (regulations). The term “child care facility” is used to indicate, licensed family child care homes, child care centers and school age facilities.

Purpose

Clarify and standardize the process of denying an application for a child care license or license renewal. It is intended to provide direction regarding denying an application for licensing staff, supervisors, Assistant Service Area Managers, Service Area Managers, and State Office personnel involved in drafting and reviewing child care regulations and procedure manuals. Expectations of DEL personnel are clarified in this policy and it's accompanying Application Denial Procedure.

Policy

DEL personnel will adhere to all components of the attached Application Denial Procedure. In addition, DEL personnel are expected to;

- I. Accurately and in a timely manner:
 - a. Prepare for a denial, as outlined in the Application Denial Procedure.
 - b. Prepare for an administrative hearing, if required.
- II. Communicate respectfully and accurately with:
 - a. A child care applicant about the Application Denial Procedure, and the applicant's rights and responsibilities.
 - b. A licensed child care provider about DEL's decision to deny an application for a renewed license, and the applicant's rights and responsibilities.
 - c. Parents or legal guardians, if contacted, to answer questions about the denial of an application for licensure.

Attachments

Application Denial Procedure

Revocation / Denial Recommendation Form

Denial of Initial Application for Child Care License (Legal Letter Template)

Denial of Renewal Application for Child Care License (Legal Letter Template)